

Subject to approval at the August 18, 2015, Board of Works meeting.

City of West Lafayette, Indiana  
Board of Public Works and Safety  
MINUTES

AUGUST 11, 2015  
8:30 a.m.  
Morton Community Center  
Multi-Purpose Room

Members present were Brooke E. Folkers, Tanuja R. Sheth, and Jonathan C. Speaker. Sana G. Booker was absent. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. August 4, 2015, Meeting

Ms. Folkers moved to accept the minutes of the August 4, 2015, Board of Works meeting. Ms. Sheth seconded the motion

The motion was adopted.

2. NEW BUSINESS

a. Agreement: Professional Services – City Consultants and Research, LLC – Development

Director of Development Poole requested approval of an agreement with City Consultants and Research, LLC for the annual Consolidated Annual Performance and Evaluation Report (CAPER) for Community Development Block Grant (CDBG) funds. The total is \$1,840.00, which is the same as the 2013-2014 report. This will be for the 2014-2015 report.

Ms. Folkers moved that the agreement with City Consultants and Research, LLC be approved. Mr. Speaker seconded the motion.

The motion was adopted.

b. Agreement: Professional Services – Omni Service – Development

Director Poole stated that we currently have an agreement with Omni Service to clean the Chauncey Village Walkway. He requested approval of an agreement to expand the cleaning services to other areas of the Village, for an amount not to exceed \$3,000.00 at a rate of \$25.00 per hour. The agreement expires December 31, 2015.

Ms. Sheth moved that the agreement with Omni Service be approved. Ms. Folkers seconded the motion.

The motion was adopted.

c. Employee Transfer: Sanitation Department to Street Department – Tom Foster – Street

Street Commissioner Payne requested approval to transfer Tom Foster from the position of Driver/Collector/Processor under the Sanitation Department, to the position of Operator/Laborer under the Street Department, with no change in his bi-weekly salary. His salary will be paid out of the Motor Vehicle Highway Fund instead of Sanitation.

Mr. Speaker moved that the employee transfer for Tom Foster be approved. Ms. Folkers seconded the motion.

The motion was adopted.

d. 2014 SRF Loan Disbursement Request No. 23: Sheraton and Fairway Knolls Lift Station – Greeley and Hansen – WWTU

WWTU Director Henderson requested approval of 2014 SRF Loan Disbursement Request No. 23 in the amount of \$5,664.00 to Greeley and Hansen.

Mr. Speaker moved that 2014 SRF Loan Disbursement Request No. 23 be approved. Ms. Sheth seconded the motion.

The motion was adopted.

e. 2014 SRF Loan Disbursement Request No. 24: Sheraton and Fairway Knolls Lift Station –Bowen Engineering Corporation – WWTU

Director Henderson requested approval of 2014 SRF Loan Disbursement Request No. 24 in the amount of \$285,499.00 to Bowen Engineering Corporation. He stated that the project is moving along. The force main work is done and they are working on the structure of the lift station.

Ms. Folkers moved that 2014 SRF Loan Disbursement Request No. 24 be approved. Ms. Sheth seconded the motion.

The motion was adopted.

f. Stormwater Technical Standards Variances: GM Development Childcare Facility – The Schneider Corporation – Engineering

Assistant City Engineer Susong requested approval of variances to the stormwater technical standards on behalf of The Schneider Corporation. He explained that the Engineering Department agrees with the variances, and they are needed due to the small size of the location, which is 2.64 acres. This is smaller than what our ordinance and technical standards are written for. He stated that the three variances are for the allowable release rates, the channel protection requirements, and the post-construction stormwater quality.

Ms. Folkers moved that the stormwater technical standards variances be approved. Mr. Speaker seconded the motion.

The motion was adopted.

g. Claims

i. AP Docket	\$387,982.32
ii. PR Docket	\$544,111.77
iii. PR Docket	\$206,067.98
iv. RDC Docket	\$1,750.00

Ms. Folkers moved that the claims be approved. Ms. Sheth seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

h. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

i. Other Items

► Engineering Assistant Garrison reported that Cumberland Avenue is open and paving is wrapping up. There will be very little activity for the first day of school, and then sodding work will be done on Thursday. There has been a backorder issue with the lighting materials, but lighting will go in shortly. He confirmed for Mayor Dennis that cars are moving on it now. He reported that the street resurfacing project is wrapping up, and striping is currently being done on 5<sup>th</sup> and 6<sup>th</sup> Streets. He reported that Northwestern is moving along with work in the new center median, and is expected to be open before Purdue starts. He reported that Happy Hollow Road is still southbound only.

► Director Henderson provided an update on the billing situation at the Utility. He stated that we have had some difficulties in the transition to the new billing software. He stated that after we got some feedback from the customers on our initial billing it became apparent that we had a problem. He explained that once the tested database was brought over into the live environment, something misfired in a significant way. He stated that we have been issuing bills manually—printing them, folding them, stuffing the envelopes—with over half of the 8,000 accounts having been billed so far. We are approximately one billing cycle behind. As the due dates hit for the bills that have gone out, then we will do the next series. He stated that we are not going to be doing a big catch-up all-at-once billing. There will be the usual full 21 days to pay the bill.

Mayor Dennis asked what the nature of the problems was.

Director Henderson stated that there was one bill that was \$16,830 rather than \$16.83. He explained that everything went very well in the test environment, but when we went live we had unexpected difficulties. He stated that we have brought all hands on deck to stuff bills in envelopes and we have approximately half the City billed. We are making progress on that, and we are hoping that everybody will be billed in a week or two. He stated that people have been calling. They have been very understanding because in the world we live in software issues are a part of our lives. He stated that he wishes he had a better reason, but sometimes we live and die by the software. He stated that he appreciates people's patience with us. He asked that anyone with a particular issue call the billing staff, and noted that we want to know if something odd shows up in anyone's mailbox.

Mayor Dennis stated that basically it will take us another two weeks to get caught up. He noted that there is a secondary issue in that this is a revenue stream for the Utility and it is important to get it taken care of quickly.

Director Henderson agreed. He stated that running the Utility is not a cheap endeavor. We have debt service obligations, construction projects, and operation and maintenance

of the lift stations and plant. In response to a question from Mayor Dennis, Director Henderson confirmed that the phone number for the billing office is on the bill.

► Police Chief Dombkowski reported that school starts tomorrow for West Lafayette schools. He stated that the Police will have a very heavy presence in the school zones, especially in the Cumberland zone as people are learning the new road. He reminded everyone that stop bar arms on school busses do mean stop. He reported that we were a part of a meeting yesterday for the I-65 corridor northbound closure and how that is going to affect things. He stated that the straight answer is that we are just not quite sure yet what Purdue move-in is going to look like. We will continue that dialog with emergency service providers and the State over the next couple of weeks. He stated that we will work through it.

Mayor Dennis asked if we have connected with Purdue's IT department to see if we can get that information on their website so that students will have a point of contact while trying to figure out how to get here.

Chief Dombkowski responded that it is a dialog we can have. He noted that we are adjusting on the fly while trying to get a schedule from the State.

Mayor Dennis asked IT Director Alexander to contact Purdue's IT department about an informational spot on the website.

► Councilor Hunt reported that she represented Mayor Dennis yesterday at the YMCA for their new diabetes prevention program. She stated that the first meeting will be in early September. She spoke of how diabetes is a serious issue and this is something to watch.

Mayor Dennis thanked Councilor Hunt for handling that for him.

### 3. ADJOURNMENT

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.